

Message Text

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TO USIA WASHDC

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USIA/AIDAC

E.O. 11652: N/A

SUBJ: RECRUITMENT OF DIRECTOR OF COURSES, YEMEN-AMERICA LANGUAGE
INSTITUTE, 1975-1977

REF: SANAA 771

1. SUMMARY. USAID/YEMEN WILLING PROVIDE TWO POSITIONS TO YEMEN
AMERICA LANGUAGE INSTITUTE FY 1976, FOR SUPPORT OF AID SPONSORED
STUDENTS AT YEMEN AMERICAN LANGUAGE INSTITUTE. POSITIONS ARE
DIRECTOR OF COURSES AND TEACHER. REQUEST AGENCY BEGIN EFFORT
RECRUIT COURSE DIRECTOR ASAP. DETAILS OF COURSE
DIRECTOR POSITION PROVIDED.

2. USAID/Y HAS AGREED IN PRINCIPLE FUND TWO FULL-TIME POSITIONS
AT YEMEN-AMERICA LANGUAGE INSTITUTE: (A) DIRECTOR OF COURSES AND
(B) TEFL TEACHER. USAID/Y HAS BEGUN PAPERWORK TO ESTABLISH SLOTS
AND HAVE POSITIONS WRITTEN INTO APPROPRIATE PROJECT AGREEMENT
WITH YARG. DIRECTOR OF COURSES WILL BE HIRED BY PERSONAL SERVICES
CONTRACT WITH AID/W. TEFL TEACHER WILL BE LOCALLY CONTRACTED. NEITH
ER
POSITION WILL BE FIRM OF COURSE, UNTIL APPROVED BY BOTH AID/W
AND YARG. BUT ASSUMING THERE WILL BE NO HITCH IN OBTAINING THESE
REQUISITE APPROVALS, REQUEST USIA BEGIN EFFORTS RECRUIT
SUITABLE PERSON FOR COURSE DIRECTOR POSITION WITH ALL POSSIBLE
SPEED. (BECAUSE OF USIA'S CONSIDERABLE EXPERIENCE IN ENGLISH
TEACHING, AND BECAUSE COURSE DIRECTOR WILL BE WORKING DIRECTLY FOR
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PAO, USAID CONCURS THAT USIA SHOULD DO RECRUITING.) DETAILS OF

COURSE DIRECTOR'S JOB RESPONSIBILITIES, NECESSARY QUALIFICATIONS, SALARY AND BENEFITS FOLLOW:

3. JOB RESPONSIBILITIES: COURSE DIRECTOR WILL BE EXPECTED WORK FIVE OR SIX DAY FORTY HOUR WORK WEEK, DIVIDED ROUGHLY EQUALLY BETWEEN TEACHING AND SUPERVISORY DUTIES. CLASSROOM RELATED RESPONSIBILITIES INCLUDE TEACHING APPROX. TEN-TWELVE CLASS HOURS PER WEEK WITH GROUPS 8-12 MID TO SENIOR LEVEL YARG EMPLOYEES PREPARING FOR USAID MANAGERIAL AND EXECUTIVE TRAINING PROGRAMS IN US; PREPARING LESSON PLANS; ASSIGNING AND CORRECTING HOMEWORK; PREPARING AND CORRECTING EXAMS; COUNSELING STUDENTS. SUPERVISORY RESPONSIBILITIES INCLUDE DESIGNING COURSE CURRICULUM; SELECTING, ORDERING AND INVENTORYING MATERIALS; RECRUITING LOCALLY HIRED PART-TIME TEACHERS; TESTING STUDENT APPLICANTS. ALTHOUGH COURSE DIRECTOR WILL NOT BE RESPONSIBLE FOR RECRUITING STUDENTS, HE WILL BE EXPECTED MONITOR THEIR ATTENDANCE AND PROGRESS AND DEAL WITH THEM AND THEIR EMPLOYERS, TO ASSURE THEIR PROGRESS SATISFACTORY. FINALLY HE WILL BE EXPECTED SEE TO IT THAT TEFL PROGRAMS RECORDS ARE CURRENT AND COMPLETE AND ITS ADMINISTRATION IN GOOD ORDER.

4. REQUISITE QUALIFICATIONS: COURSE DIRECTOR SHOULD HAVE MINIMUM B.A. IN TEFL AND TWO YEARS TEFL TEACHING AND ADMINISTRATIVE EXPERIENCE, PREFERABLY OUTSIDE U.S. MUST BE IN EXCELLENT HEALTH. MUST PASS AID SECURITY CLEARANCE FOR NON-SENSITIVE POSITION. M.A. IN TEFL STRONGLY PREFERRED. EXPERIENCE IN ARAB WORLD AND BASIC KNOWLEDGE OF ARABIC DESIRABLE. EMPLOYEE SELECTED SHOULD BE SELF STARTER, ABLE MANAGE TEFL PROGRAM EFFECTIVELY AND IMAGINATIVELY, WITH MINIMAL SUPERVISION BY PAO, EXCEPT IN MATTERS OF POLICY.

5. SALARY AND BENEFITS: CONTRACT WILL BE FOR TWO YEARS, RENEWABLE FOR ONE YEAR PERIODS BY MUTUAL AGREEMENT USAID (WITH CONCURRENCE PAO) AND CONTRACTOR. EMPLOYEE SHOULD ARRIVE YEMEN NLT AUGUST 1, 1975. SALARY DOLS 13,500 P.A. (SUBJECT U.S. INCOME TAX, NOT SUBJECT YEMEN INCOME TAX). HOUSING ALLOWANCE DOLS 2,500 P.A. CONTRACTOR WILL RECEIVE ECONOMY AIR TRANSPORTATION FOR SELF AND DEPENDENTS FROM U.S. RESIDENCE AT BEGINNING OF CONTRACT AND RETURN ECONOMY AIR TRANSPORTATION AT END OF CONTRACT. AIR FREIGHT ALLOWANCE LIMITED OFFICIAL USE

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OF 200 LBS. FOR EMPLOYEE, 100 LBS. FOR EACH DEPENDENT, AT BEGINNING AND END CONTRACT. ROUND-TRIP ECONOMY AIR FARE AT MID TOUR FOR SELF AND DEPENDENTS TO ATHENS OR EQUIVALENT. THIRTEEN WORKING DAYS ANNUAL LEAVE, WHICH MUST BE TAKEN DURING SUMMER WHEN CLASSES NOT IN SESSION. (IN ADDITION THERE WILL BE APPROX. FIFTEEN HOLIDAYS DURING ACADEMIC YEAR.) CONTRACTOR AND DEPENDENTS ENTITLED TO SERVICES EMBASSY DISPENSARY AND NURSE WITHOUT CHARGE. IN EVENT MEDICAL EMERGENCY REQUIRING

EVACUATION FOR CONTRACTOR OR DEPENDENTS, AID WILL BEAR AIR TRANSPORTATION AND TRAVEL EXPENSES TO NEAREST APPROPRIATE MEDICAL FACILITY. BUT CONTRACTOR RESPONSIBLE PROVIDING HIS OWN HOSPITALIZATION INSURANCE FOR SELF AND DEPENDENTS, FOR WHICH USAID WILL PROVIDE ALLOWANCE OF NOT MORE THAN DOLS 100 PER ANNUM.

6. YEMEN-AMERICA LANGUAGE INSTITUTE CURRENTLY OFFERS NON-INTENSIVE AND SEMI-INTENSIVE TEFL COURSES OF SIX TO TWELVE MONTHS DURATION FOR SMALL GROUPS HAND PICKED YEMENI ADULT STUDENTS. MOST OF WHOM SELECTED FOR USG SCHOLARSHIP PROGRAMS. IN 1975-76 ANTICIPATE ENROLLMENT APPROX. SIXTY STUDENTS, OF WHOM APPROX. FORTH WILL BE ATTENDING FIVE-EIGHT HOURS PER WEEK. YALI IS MODEST FACILITY PHYSICALLY, BUT HAS EXCELLENT TEACHING MATERIALS AND STAFF LIBRARY. BY END 1975, WILL BE VERY WELL-EQUIPPED, WITH NEW CLASSROOM FURNITURE, INDIVIDUALIZED LANGUAGE LAB, HIGH SPEED TAPE DUPLICATOR, FILM, SLIDE AND OVERHEAD PROJECTORS, AND VIDEO TAPE PLAYBACK EQUIPMENT. WITHIN LIMITS ITS BUDGET, USIS SANAA'S POLICY IS TO SUPPORT TEFL PROGRAM'S NEEDS FOR EQUIPMENT AND MATERIALS AS GENEROUSLY AS POSSIBLE. DIRECTOR OF COURSES POSITION IS AN IDEAL ONE FOR A CREATIVE INDIVIDUAL INTERESTED PUTTING UP-TO-DAT INSTRUCTIONAL TECHNIQUES INTO PRACTICE AND HELPING SMALL NUMBER STUDENTS IMPROVE THEIR ENGLISH AS QUICKLY AND EFFICIENTLY AS POSSIBLE.

7. BECAUSE COURSE DIRECTOR POSITION OF MOST DIRECT CONCERN TO HER, SUGGEST PAO DESIGNATE RANSOM COORDINATE AGENCY'S RECRUITMENT EFFORT. AGENCY SHOULD CONSULT CLOSELY WITH AID/W DESK OFFICER FOR YEMEN LAUDATO, WHO FAMILIAR WITH THIS PROPOSAL, PARTICULARLY TO ASSURE COMPLIANCE WITH USAID FAIR HIRING AND SECURITY CLEARANCE REQUIREMENTS AND PROCEDURES. ALSO RECOMMEND AGENCY CONTACT STEPHEN G. HANCHEY, 826 COLE ST., SAN FRANCISCO CALIFORNIA, 94117, TEL 415-664-1816, WHO SERVED AS PEACE CROPS/ LIMITED OFFICIAL USE

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YEMEN TEFL TRAINING COORDINATOR LAST YEAR. HE HAS GOOD CONNECTIONS WITH TEFL M.A. GRADUATES OF EXPERIMENT INTERNATIONAL LIVING AND HAS OFFERED ASSIST AGENCY IN ITS RECRUITMENT EFFORT.

8. AID/Y MISSION DIRECTOR RUIZ HAS CLEARED CONTENTS THIS CABLE. NUGENT

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